



# Emergency Management & Homeland Security Division Informational Letter



4000 Collins Road  
Lansing, MI 48910  
[www.michigan.gov/emhsd](http://www.michigan.gov/emhsd)

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**TO:** Local and District Emergency Management Coordinators, First Responder Agencies and Organizations  
**SUBJECT:** Incident Command System (ICS) Curricula Train-the-Trainer (L449)

The Michigan State Police Emergency Management and Homeland Security Training Center (EMHSTC) will be hosting the Incident Command System (ICS) Curricula Train-the-Trainer (L449) course. This course will be presented by representatives from the Emergency Management Institute. It addresses the ICS 100 and 200 courses, but its primary emphasis will be on the ICS 300 and 400 courses. The class will be held on October 3 through October 6, 2006, at the EMHSTC. The class size is limited to 30 students. Listed below are the criteria and prerequisites established by EMI to be considered as an applicant for the course.

- The applicant must demonstrate a working knowledge of ICS through experience and/or training, and have attended classes in adult education.
- Individuals considering enrollment must have completed ICS 100\*, ICS 200\*, ICS 300\*, ICS 400\*, IS 700 and IS 800 (\* or their equivalent).

*Note: Some equivalents to the ICS 100-400 courses are the EMI, US Department of Agriculture, National Fire Academy or National Wildfire Coordinating Group, Michigan State Police (DHS approved) ICS courses. Other ICS courses will be reviewed for consistency with the ICS objectives as prescribed by the NIMS Integration Center.*

- Participants must have worked as Incident Commander, command or general staff positions on incidents that went longer than one operational period or involved in a written action plan and involved multi-agency coordination.

Upon successful completion, participants will be certified to deliver EMI's ICS curricula and will be expected to instruct other agencies and jurisdictions within their regions.

Those individuals interested in attending the course must complete the EMHSTC application located at [http://www.michigan.gov/documents/emd-005\\_6515\\_7.pdf](http://www.michigan.gov/documents/emd-005_6515_7.pdf), and include all certificates pertinent to the prerequisites listed above. **Applications must be postmarked no later than September 1, 2006.**

Participants will be advised two weeks prior to the course if accepted. Please send application packages to:

Emergency Management and Homeland Security Training Center  
7426 Osborn Road  
Lansing, MI 48913

This class is a DHS funded program, and is eligible for funding through the State Homeland Security Grant Program (SHSGP). Those seeking funding for the course under SHSGP funds should contact their local emergency management coordinator. Participants will be responsible for their own meals (breakfast, lunch, and dinner), lodging, and travel expenses. Listed below are two hotels within close proximity of the EMHSTC:

Holiday Inn – West  
7501 W. Saginaw Hwy.  
Lansing, MI 48917  
517-627-3211

[www.holiday-inn.com/lansing-west](http://www.holiday-inn.com/lansing-west)

Sheraton Hotel  
925 S. Creyts Rd.  
Lansing, MI 48917  
517-323-7100

[www.sheratonlansing.com](http://www.sheratonlansing.com)

If you have any questions concerning this course please contact Sgt. Michael Johnson at 517-322-1708 or at [johnsonmw@michigan.gov](mailto:johnsonmw@michigan.gov).

Sincerely,



TONY KATARSKY, ACTING COMMANDER  
Emergency Management and Homeland Security Division

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